

QD-A-006 REVISION: BASELINE EFFECTIVE DATE: May 12, 2004

ORGANIZATIONAL INSTRUCTION

Professional Development Roadmap (PDRM) for Safety and Occupational Health Specialists

OPR(s)

OPR DESIGNEE

QD01, QD40

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	Organizational Instruction	
Title: Professional Development Roadmap (PDRM) for Safety & Occupational Health Specialists	QD-A-005	Revision: Baseline, Draft 2
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/	Document	Effective	
Canceled)	Revision	Date	Description
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Professional Development Roadmap for S&MA Safety & Occupational Health Specialist

- 1. PURPOSE, SCOPE, APPLICABILITY
- 1.1. <u>Purpose</u> The purpose of this Organizational Instruction (OI) is to establish a voluntary training and development roadmap for Safety & Occupational Health Specialists within the Marshall Space Flight Center (MSFC) Safety and Mission Assurance (S&MA) Office. This OI identifies the minimum level of training, knowledge and skills that MSFC S&MA Safety & Occupational Heath Specialists should acquire in developing their safety discipline expertise.
- 1.2. <u>Scope</u> This OI is meant to serve as a development roadmap for Safety & Occupational Health Specialists who support the MSFC Safety, Health, & Environmental (SHE) Program. It provides a comprehensive list of training; knowledge requirements and on-the-job (OJT) experience needed by MSFC S&MA Safety & Occupational Health Specialists to effectively execute their duties.

This roadmap establishes three achievement levels (Novice, Journeyman and Expert), and provides a process for progressive qualification at each level.

This roadmap will be used in conjunction with Individual Development Plans (IDP) to encourage Safety & Occupational Health Specialists to pursue development activities most appropriate to their specialty. The intent is to use the roadmap to guide the development of IDPs for S&MA Safety & Occupational Health Specialists.

1.3. <u>Applicability</u> – This OI applies to all MSFC Industrial Safety Specialists who seek to provide MSFC S&MA Safety & Occupational Health Specialist services, both in-house and off site, and who choose to participate. Mission support contractor personnel are also encouraged to participate in this voluntary program (or in a tailored mission support contractor program approved by the S&MA Director).

Personnel must satisfy the prerequisites specified in this OI before participating in this roadmap process.

- 2. DOCUMENTS
- 2.1. Applicable Documents
- 2.1.1 MPG 3410.1 Training
- 2.1.2 MWI 3410.1 Personnel Qualification Program
- 2.1.3 Individual Development Plan Instruction (Being revised)

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3. DEFINITIONS AND ACCRONYMS

- 3.1 <u>The Professional Development Roadmap (PDRM)</u> identifies and documents the minimum training, knowledge requirements and on-the-job (OJT) experience needed by MSFC S&MA personnel at three levels of their discipline expertise development.
- 3.2 <u>Individual Development Plan (IDP)</u> is a document developed jointly by the employee and supervisor to plan the employee's training and development needs as well as to identify possible training solutions. The plan will focus on immediate and short-term goals that are in line with the longer-term goals of both the employee and the organization. The IDP focuses on enhancing the competencies the employee needs to improve the Center's, and ultimately, the Agency's effectiveness.
- 3.3 <u>Qualification</u> the act of verifying and documenting that personnel have completed required training, medical requirements as required, and have demonstrated specified proficiency.
- 3.4 Qualification Levels are defined as:
 - Apprentice: A candidate for Novice Qualification.
 - Novice: The lowest recognizable level (Appendix A).
 - <u>Journeyman</u>: Intermediate level of expertise (Appendix B).
 - Expert: The highest level of expertise (Appendix C).
- 3.5 <u>Qualification Criteria</u> are specified in Appendix A (Novice), Appendix B (Journeyman) and Appendix C (Expert) and include three categories of accomplishments that demonstrate discipline expertise:
 - <u>Training</u> traditional classroom, online and computer based.
 - Reference documents demonstrating understanding.
 - On the Job training (OJT) demonstrating specific skills.
- 3.6 <u>Prerequisites</u> that must be satisfied prior to becoming an Apprentice and participating in the PDRM process are specified in Appendix A.
- 3.7 <u>Application for Qualification:</u> must be submitted by the candidate seeking qualification at the completion of the requirements at each level. Application consists of:
 - Completed and approved application Form (Appendix D).
 - Completed and approved copy of Appendix A, (for Novice qualification), Appendix B (for Journeyman qualification) or Appendix C (for Expert qualification).
- 3.8 <u>Implementation Requirements</u> are specific actions required to initially implement this OI. (See section 4.1).

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- 3.9 <u>Qualification of Experienced Personnel</u> may be earned by documenting candidate's previously completed training and development. (See section 4.3).
- 3.10 <u>Qualification by Designation</u> (Grandfathering) is qualification prior to completion of the required PDRM line items. This will be done only during initial process implementation stages to create Mentors. Personnel certified in this manner are expected to document their qualifications as soon as possible thereafter. (See section 4.4).
- 3.11 Equivalent Training Criteria are for classes or experiences that may be substituted for those specified in the Appendices. During initial stages of the program, or when new employees are transferred into S&MA, previously completed items may be substituted with approval of the Department Manager. Thereafter, the Department Manager must approve all equivalent criteria in advance.
- 3.12 <u>Personnel and Roles</u> required to implement this OI are defined below:
- 3.12.1 <u>Candidate</u> is an employee or mission support contractor who seeks qualification via the PDRM process.

Note that the Department Manager in this OI performs a role very similar to the role of "Discipline Champion" defined in other MSFC Professional Development Roadmaps.

- 3.12.2 <u>Department Manager</u> the organizational line manager who provides supervisory functions and responsibilities for employee positions requiring training and/or qualification. The Department Manager helps create, and approve, the candidate's IDP, verifies completion of the OJT requirements, and recommends the candidate for qualification. He is also recognized as a key leader in the S&MA Industrial Safety discipline. The Department Manager (or his/her designee) is responsible to the S&MA Training Manager for technical content of this PDRM, approval of any "equivalent" criteria, selecting and training Mentors, and participation in the Qualification Review Board.
- 3.12.3 <u>Team Lead</u> a senior member of the Industrial Safety Department who leads team of other Safety & Occupational Health Specialists. The Team Lead is responsible for verifying candidate's understanding of the required reference documents.
- 3.12.4 Mentor is an experienced Safety & Occupational Health Specialist who is selected as, and who agrees to perform as, a coach to the candidate in the PDRM qualification process.

Mentors are normally required to be certified at least at the Journeyman Level (Expert level if mentoring a candidate for Expert qualification).

A Safety & Occupational Health Specialist who does not meet the qualification requirement, but who has extensive and relevant experience, may be approved to serve as Mentor on a case-by-

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case basis. This exception requires approval by the candidate's Department Manager.

- 3.12.5 Qualification Review Board is responsible for reviewing and approving qualification applications. The Board will consist of the S&MA Director (or his/her designee), the Department Manager, and others selected by the S&MA Director. The Board will also review and approve any changes to this OI.
- 3.13 <u>PDRM Designation Memorandum</u> a document signed by the Director of S&MA that identifies S&MA personnel who are authorized to serve as Team Lead(s), Mentors and Qualification Review Board members.

4. INSTRUCTIONS

- 4.1 <u>Implementation Requirements</u> Implementation of this OI will begin upon approval by the S&MA Director, and will require the following additional actions:
 - Selecting Safety and Occupational Health Specialist discipline Mentors, and designating (grandfathering) them to be certified at the Journeyman or Expert level.
 - Appointing Qualification Review Board Members.
 - Publishing the PDRM Designation Memorandum.
 - Authorizing and initiating a work task for the Department Manager and/or Mentors to prepare a set of checklists and sample questions to be used as guidelines for demonstrating candidate knowledge of the reference documents.
 - Formalizing and baselining the in-house courses identified in the appendices that are currently taught informally by NASA employees and mission support contractors
 - Communicating to all personnel of the existence, purpose, expectations, process and names of key personnel associated with this OI.
- 4.2 <u>Qualification Process (Normal)</u> A candidate seeking qualification will use the following process. This process is further illustrated in the flow chart in Section 11.
- 4.2.1 Candidate declares S&MA specialty as Safety & Occupational Health Specialist. Department Manager approves.
- 4.2.2 Candidate documents completion of prerequisites using a completed copy of the application form (Appendix D). The candidate becomes an Apprentice.
- 4.2.3 Department Managers seeks/assigns Mentor.

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- 4.2.4 Apprentice works with Department Manager to develop an IDP containing appropriate items from the PDRM (Appendix A).
- 4.2.5 Apprentice pursues the required developmental activities per the PDRM and IDP.
- 4.2.6 Upon completion of each developmental activity, the Apprentice obtains the proper signature on the PDRM (Appendix A) as shown in the following table:

Criteria Type	Required Activity	Verifying Signature
Training Classes	Complete successfully	Department Manager
Reference Documents	Demonstrate understanding	Team Lead
OJT Experiences	Complete successfully	Department Manager

- 4.2.7 Upon completion and documentation of all required activities for qualification, Apprentice completes the application form, and submits completed package to his/her Department Manager for signature.
- 4.2.8 Department Manager signs the application and forwards it to the S&MA Director for action by the Qualification Review Board.
- 4.2.9 The Qualification Review Board reviews the application, and makes the approval decision.
- 4.2.10 A Novice may earn Journeyman qualification by continuing the above process using Appendix B.
- 4.2.11 A Journeyman may earn Expert qualification by continuing the above process using Appendix C.
- 4.3 <u>Qualification of Experienced Personnel</u> Existing S&MA personnel and new personnel hired/transferred into S&MA, who are experienced in the industrial safety discipline, may seek qualification at any level for which they qualify by documenting their previously completed achievements and using the following process. This process is further illustrated in the flow chart in Section 11.
- 4.3.1 Candidate documents previously completed training classes and OJT achievements on the appropriate appendices (e.g. a candidate applying for Expert qualification must complete Appendix A, B and C):
 - Equivalent training and experiences may be substituted for the criteria specified in the appendices with the approval of the Department Manager.

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- The Department Manager will verify training classes. Candidates are responsible for providing proof (e.g. copies of certificates, grade reports and/or transcripts) of non-NASA training to the training department.
- OJT will be verified by signature of the Department Manager.
- 4.3.2 Candidate must demonstrate his/her understanding of the reference documents using the normal qualification process (See section 4.2).
- 4.3.3. Upon completion and documentation of all required activities for qualification, candidate completes the application form (Appendix D), and submits the package to his/her Department Manger for approval.
- 4.3.4 Department Manager signs the application and forwards it to the Qualification Review Board for action.
- 4.3.5. The Qualification Review Board reviews the application and decides the qualification level to be granted.
- 4.4 Qualification by Designation (Grandfathering) During the initial PDRM process implementation, the S&MA Director (or his/her designee) may certify the Team Lead and Mentors prior to their completion of the PDRM application. Any personnel so certified are expected to document their qualifications per the PDRM process for experienced personnel (section 4.3) as soon as possible thereafter.
- 4.5 <u>Maintaining Qualification</u> It is expected that personnel certified at the Expert level will (1) continue training (at least 40 hours per year in their discipline) and (2) continue to perform OJT activity at the level described in Appendix C.
- 4.6 <u>Process Measurement</u> will be accomplished by baselining the number of personnel certified at each level, and thereafter measuring the progress toward qualification by S&MA personnel. The baseline will be created 6 months after implementation. Measurements will be made semi-annually thereafter. Each semi-annual measurement will count the number of individuals certified at each level, and estimate the progress (percent complete) of each participating individual toward the next level. Department Mangers will report this measurement at the next scheduled monthly status review.
- 4.7 <u>Amendments</u> Changes to this Organizational Instruction are made per the documented Organizational Instruction Change Process. The Qualification Review Board will review proposed changes to this PDRM prior to submitting them to the MSFC Director of S&MA for approval. The custodial responsibility for this PDRM shall be assigned to the Industrial Safety

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Department (QS50).

- 5. NOTES
- 5.1. OI Replacement None
- 6. SAFETY PRECAUTIONS AND WARNING NOTES

None

- 7. APPENDICES, DATA, REPORTS, AND FORMS
 - A PDRM for Safety & Occupational Health Specialists: Novice
 - B PDRM for Safety & Occupational Health Specialists: Journeyman
 - C PDRM for Safety & Occupational Health Specialists: Expert
 - D Qualification Application Form
- 8. QUALITY RECORDS

Quality Record	<u>Repository</u>	Period of Time
Completed PDRM (Official Course completion	S&MA Training	5 years
information will be kept by the MSFC Training	Officer	(Documentation of
Office)		the appropriate
		PDRM will be kept
		by the MSFC
		Training Office.)

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING REQUIREMENTS

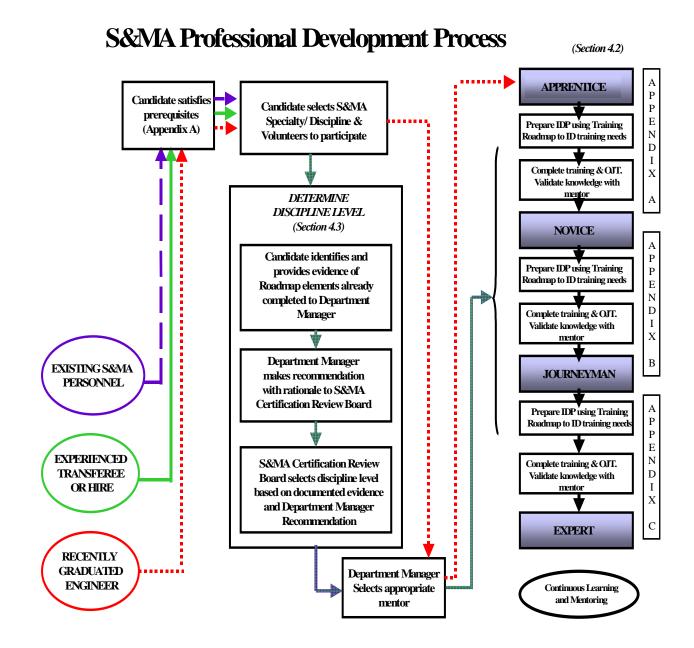
See Appendix A - C

11. FLOW DIAGRAM

The flow diagram (Figure 11-1) illustrates the PDRM qualification process described in this OI.

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Figure 11-1



Notes:

1. Qualification Review Board is the decision authority for qualification levels and approvals.

A.1 Objective:

This Appendix provides the qualification criteria for Safety and Occupational Health Specialist to be certified at the Novice level, using the process described in the body of the Organization Instruction.

A.2 <u>Prerequisites:</u>

Prior to beginning the process, the candidate must qualify as an Apprentice Safety and Occupational Health Specialist by satisfying the following prerequisites:

- 1. Candidate must meet the qualification standards listed in the United States Office of Personnel Management (OPM) General Schedule Position, GS-018: Safety and Occupational Health Management Series.
- 2. Candidate must volunteer to participate in the PDRM qualification program, and obtain approval of his/her immediate supervisor.

A.3 Experience:

Candidate must have at least 1 to 3 years of relevant experience in the discipline prior to earning the Novice Qualification.

TRAINING CLASS REQUIREMENTS Equivalent classes may be substituted with approval by the Department Manager.	Dept. Mgr. SIGNATURE/ DATE COMPLETE	
MSFC Safety Culture Training		
(MSCT)	Signature	Date
SHE Program Video		
(700V115001)	Signature	Date
General Industry Safety and Health	8 444	
(NSTC 501)	Signature	——————————————————————————————————————
Fall Protection	2-8	
(NSTC 311)	G'	Date
Scaffolding Safety	Signature	Date
(NSTC 312)		
Confined Space (NSTC 806)	Signature	Date
or MSFC Confined Space		
-	Signature	Date
Lockout/Tagout (NSTC 814)		
	Signature	Date
Aerial Platform (NSTC 030)		
(NSTC 030)	Signature	Date
Machinery and Machine Guarding		
(NSTC 204)	Signature	Date
Forklift Safety		
(NSTC 209)	Signature	Date
Mobile Crane Safety		
(NSTC 208)	Signature	Date
Life Safety Code	Digitaturo	Date
(NSTC 217)	Signatura	Date
OSHA 200 Construction Safety	Signature	Date
Standards		
(NSTC 200)	Signature	Date
Cryogenics Safety	3 **** *	
(NSTC 313)	Signature	Date

TRAINING CLASS REQUIREMENTS Equivalent classes may be substituted with approval by the Department Manager.	Dept. Mgr. SIGNATURE/	DATE COMPLETE
Overhead Crane Overview		
(NSTC 028)	Signature	Date
Explosive Safety Program Management (NSTC 010)		
(2.2.2.0.0)	Signature	Date
Electrical Safety Standards (NSTC 309)		
(1.01000)	Signature	Date
High Pressure Systems Safety (NSTC 315)		
<u>, , , , , , , , , , , , , , , , , , , </u>	Signature	Date
Laboratory Safety and Health (NSTC 224)		
` '	Signature	Date
Root Cause Analysis (NSTC 049)		
	Signature	Date
Flexhose Safety		
(NSTC 056)	Signature	Date
Occupational Ergonomics		
(NSTC 225)	Signature	Date
Business Writing for Results (BWFR)	Dignature	Date
(1 Day - MSFC)	Signature	Date
Communicating with Impact and Power GEN0029 - (1Day - MSFC)		
GLN002) - (IDay - WSI C)	Signature	Date
Improve Your On-the-Job Listening and Speaking Skills (ILSS)		
(4 Hours – MSFC)	Signature	Date
How to Deal With Difficult People		
GEN0019 - (1 Day – MSFC)	Signature	Date
Focusing on Change in the Workplace (FCW) - (1 Day – MSFC)		
(1 C w) - (1 Day - Wish C)	Signature	Date

REFERENCE MATERIALS Demonstrate familiarity (Note 1) with key concepts as defined by the Team Lead	Team Lead SIGNATURE/	DATE COMPLETE
NPG 8715.1: NASA Safety & Health Handbook – Occupational Safety &		
Health Programs	Signature	Date
NPG 8715.3: NASA Safety Manual		
NDD 0710 2 NAGA G C 0 H M	Signature	Date
NPD 8710.2: NASA Safety & Health Policy		
MPG 8715.1: Safety, Health &	Signature	Date
Environmental (SHE) Program		
. , ,	Signature	Date
MWI 8715.1: Electrical Safety		
	Signature	Date
MWI 8715.2: Lockout/Tagout Program		
	Signature	Date
MWI 8715.3: Hazard Warning Signs & Barricades		
	Signature	Date
MWI 8715.4: Personal Protective Equipment		
MWH 0715 C H 1 0 1'	Signature	Date
MWI 8715.6: Hazardous Operations		
	Signature	Date
MWI 8715.8: Operations Readiness Program		
	Signature	Date
MWI 8715.9: Occupational Safety Guidelines for MSFC Contractors		
Guidennes for MSFC Contractors	Signature	Date
MWI 8715.10: Explosives, Propellant, & Pyrotechnics Program		
	Signature	Date
MWI 8715.11: Fire Safety Program		_
	Signature	Date
MWI 8715.13: Safety Concerns Reporting System		
reporting system	Signature	Date

REFERENCE MATERIALS Demonstrate familiarity (Note 1 & 2) with key concepts as defined by the Team Lead	Team Lead SIGNATURE/ DATE COMPI	
MWI 8715.16: Supervisor's Safety Visits		
VISIO	Signature	Date
MWI 3410.1: Personnel Qualification Program		
	Signature	Date
MWI 8621.1: Close Call and Mishap		
Reporting and Investigation Program	Signature	Date
MWI 1280.5: Alert Processing		
	Signature	Date
MWI 1700.3: NASA Safety Reporting		
Systems Corrective Action	Signature	Date
MPG 3410.1: MSFC Emergency Plan		
	Signature	Date
29 CFR 1910: Occupational Safety &		
Health Administration (OSHA): General Industry	Signature	Date
29 CFR 1926: OSHA Construction		
	Signature	Date
29 CFR 1960: OSHA Federal Programs		
	Signature	Date
National Fire Codes (NFC)		
	Signature	Date
American National Standards Institute (ANSI)		
` ,	Signature	Date
SHE Web Page & Applications (Note 3)		
	Signature	Date

Notes:

- 1. *Familiarity with key concepts employee shall have a basic knowledge of the documents listed below, and be able to answer questions to demonstrate they have attained this knowledge (i.e, "What document provides the procedures and guidelines that defines the NASA Safety Program?" NPG 8715.3).
- 2. Team Lead is responsible for identifying specific level of understanding required (See section 4
- 3. Demonstrate a working knowledge of major safety and health software applications (i.e., Safety Concerns Reporting System (SCRS), Safety Observation Survey (SOS), SHEtrak, IHOPS, etc.).

ON THE JOB TRAINING Complete the following activities (Note 1)	Dept. Mgr. SIGNATURE/ DATE COMPLE	
Complete the following activities (Note 1)		
Assist in conducting at least 10 fire drills.		
	Signature	Date
Participate in at least 30 annual facility	Signature	2 4
safety inspections.		
7 1		
	Signature	Date
Assist in at least 10 final acceptance		
inspections.	Cianatura	Dota
Assist in issuing at least 10 hours magnite	Signature	Date
Assist in issuing at least 10 burn permits.		
	Signature	Date
Assist in the review of at least 5 confined	Signature	Dute
space permits.		
space permits.	Signature	Date
Assist in reviewing and commenting on		
at least 10 contractor safety and health		
plans.	Signature	Date
Assist in investigating, documenting,		
reporting, and following-up on at least 10		
mishaps.	Signature	Date
Assist in investigating and processing at		
least 10 SCRS reports.		
And I all a find the Call CHE	Signature	Date
Attend at least 5 meetings of the SHE		
Committee, Marshall Team Meeting, or	Signature	Date
SHE Subcommittees.	Signature	Date
Attend at least 10 pre-construction		
conferences.	Signature	Date
Assist in at least 20 customer visits	Signature	Dute
conducted by a JSS.		
conducted by a tibb.	Signature	Date
Assist in the full process of preparing at		
least 5 Safety Bulletins, from initial		
investigation and reporting, through		
review of data and drafts to preparation	Signatura	Data
of complete drafts.	Signature	Date
Observe at least 5 safety presentations on		
at least 3 different topics.		
	Signature	Date

Notes:

^{1.} Candidate should work with his/her Team Lead to identify specific applicable assignments. Department Manager may be consulted to ensure proposed assignment will satisfy the qualification requirements.

B.1 Objective:

This Appendix provides the qualification criteria for Safety and Occupational Health Specialists to be certified at the Journeyman level, using the process described in the body of the Organization Instruction.

B.2 Prerequisites:

Prior to beginning the process, the candidate must be certified as a Novice Safety and Occupational Health Specialist per the requirements in Appendix A.

B.3 Years of Experience:

Candidate should have at least 3 to 5 years of relevant experience in the discipline prior to being certified at the Journeyman level.

TRAINING CLASS REQUIREMENTS Equivalent classes may be substituted with approval by the Department Manager.	Dept. Mgr. SIGNATURE/	DATE COMPLETE
MORT-Based Mishap Investigation (NSTC 006)		
	Signature	Date
Hazard & Operability Analysis (HAZOP) (NSTC 828)		
` '	Signature	Date
Overhead Cranes and Material Handling (NSTC 205)		
(1451 € 203)	Signature	Date
Fire Protection Theory and Practice		
(NSTC 207)	Signature	Date
Liquid Nitrogen Handler's Course (NSTC 314)		
	Signature	Date
Fire Hazards in Oxygen Systems, Presented by ASTM (FHOS)		
` ` ` `	Signature	Date
Explosive Safety Engineering or equivalent (i.e. AMTEC)		
(NSTC 007)	Signature	Date
Battery Safety		
(NSTC 036)		
	Signature	Date
Explosive Handler's (NSTC 009)		
(NSTC 009)	Signature	Date
Facility System Safety		
(NSTC 001)	Signature	Date
System Safety Fundamentals	<i>S</i>	
(NSTC 002)	Signature	Date
Situational Awareness	Signature	Date
(NSTC 034)		
Hydrogen Safety	Signature	Date
(NSTC 037)		
	Signature	Date

TRAINING CLASS REQUIREMENTS Equivalent classes may be substituted with approval by the Department Manager.	Dept. Mgr. SIGNATURE/ DATE COMPLETE	
Hypergol Safety		
(NSTC 040)	Signature	Date
Safety in High Pressure Operations (NSTC 317)		
	Signature	Date
Make Meetings Work		
GEN0025 - (5 Days - MSFC)	Signature	Date
Effective Briefings		
GEN0024 - (5 Days - MSFC)	Signature	Date
Interpersonal Communication:		
Developing Effective Relationships (3 Days – MSFC) (ICSK)	Signature	Date
How to Make Presentations With		
Confidence and Power (HTMPWCP) (1Day - MSFC)	Signature	Date

REFERENCE MATERIALS Demonstrate working knowledge with contents as defined by the Team Lead	monstrate working knowledge with COMPLETE	
NPG 8715.1: NASA Safety & Health		
Handbook – Occupational Safety & Health Programs	Signature	date
NPG 8715.3: NASA Safety Manual		
	Signature	date
NPD 8710.2: NASA Safety & Health Policy	Signature	unte
	Signature	date
MPG 8715.1: Safety, Health & Environmental (SHE) Program		
	Signature	date
MWI 8715.1: Electrical Safety		
	Signature	date
MWI 8715.2: Lockout/Tagout Program		
	Signature	date
MWI 8715.3: Hazard Warning Signs &	Signature	
Barricades	Signature	date
MWI 8715.4: Personal Protective	Digitature	dute
Equipment	Signature	date
MWI 8715.6: Hazardous Operations	Signature	uate
and the second contains the second of the se		
MWI 8715.8: Operations Readiness	Signature	date
Program		
	Signature	date
MWI 8715.9: Occupational Safety		
Guidelines for MSFC Contractors	Signature	date
MWI 8715.10: Explosives, Propellant, &	Signature	date
Pyrotechnics Program		1
	Signature	date
MWI 8715.11: Fire Safety Program	Signature	date
MWI 8715.13: Safety Concerns		
Reporting System	Signature	date

REFERENCE MATERIALS	Team Lead SIGNATURE/ DATE	
Demonstrate working knowledge with contents as defined by the Team Lead	COMPLETE	
MWI 8715.16: Supervisor's Safety		
Visits		
	Signature	date
MWI 3410.1: Personnel Qualification Program		
	Signature	date
MWI 8621.1: Close Call and Mishap Reporting and Investigation Program		
	Signature	date
MWI 1280.5: Alert Processing		
	G:	1.4.
MWI 1700.3: NASA Safety Reporting	Signature	date
Systems Corrective Action		
•	Signature	date
MPG 3410.1: MSFC Emergency Plan		
	Signature	date
29 CFR 1910: Occupational Safety &		
Health Administration (OSHA): General	Signature	date
Industry 29 CFR 1926: OSHA Construction	Signature	uate
29 CFR 1920. OSHA Constituction		
	Signature	date
29 CFR 1960: OSHA Federal Programs		
	Signature	date
National Fire Codes (NFC)	2.5.1111010	
American National Standards Institute	Signature	date
(ANSI)		
/	Signature	date

Notes:

1. Team Lead is responsible for identifying specific level of understanding required for each document. (See section 4.1).

ON THE JOB TRAINING Complete the following activities in any sequence (Note 1 & 2)	Dept. Mgr. SIGNATURE/ DATE COMPLETE	
Under appropriate supervision,		
satisfactorily conduct at least 5 fire drills.	Signature	Date
Under appropriate supervision, conduct		
at least 20 annual facility safety	Signature	——————————————————————————————————————
inspections.	Signature	Date
Under appropriate supervision, conduct		
at least 5 final acceptance inspections.	Signature	Date
Under appropriate supervision, issues 5	Signature	Bute
burn permits.		
The production of the producti	Signature	Date
Under appropriate supervision, review		
and concur in at least 5 confined space	Cian atom	D-4-
permits.	Signature	Date
Under appropriate supervision, review		
and comment on at least 5 contractor	Ci qui atriura	Data
safety and health plans.	Signature	Date
Under appropriate supervision, conduct		
at least 5 Mishap Reports, including the	Signature	Date
resolution of any identified deficiencies.	Signature	Date
Under appropriate supervision, review,		
investigate, and process at least 10 SCRS	Signature	Date
reports through approval for closure.	Signature	Date
Participate in at least 5 meetings of the SHE Committee, Marshall Team		
Meeting, or SHE Subcommittees.	Signature	Date
Under appropriate supervision, conduct	2-8	
at least 5 pre-construction conferences.		
at least 5 pre-construction conferences.	Signature	Date
Under appropriate supervision, conduct		
at least 20 customer visits that include		
review and discussion of the		
organization's SHE performance metrics	Signature	Date
and pertinent safety issues.		
Under appropriate supervision, prepare 3		
complete formal drafts of MSFC Safety		
Bulletins.	Signature	Date
Under appropriate supervision, deliver 2		
safety presentations.	Signature	Date
	Signature	Date

Notes:

- 1. *Under appropriate supervision candidate should work with another Safety Specialist that has reached the Journeyman level, or an individual that has the competency at or above this working level.
- 2. Candidate should work with his/her Team Lead to identify specific applicable assignments. Department Manager may be consulted to ensure proposed assignments will satisfy qualification requirements.

C.1 Objective:

This Appendix provides the qualification criteria for Safety and Occupational Health Specialists to be certified at the Expert level, using the process described in the body of the Organization Instruction.

C.2 Prerequisites:

Prior to beginning the process, the candidate must be certified as a Journeyman Safety and Occupational Health Specialist per the requirements of Appendix B.

C.3 Years of Experience:

The candidate must have at least 8-10 years of relevant discipline experience prior to becoming certified at the Expert Level.

TRAINING CLASS REQUIREMENTS Equivalent classes may be substituted with approval by the Department Manager.	Dept. Mgr. SIGNATURE/ DATE COMPLETE	
Certified Safety Professional (CSP)		
Fundamentals Examination Study Course		
(NSTC 003)	Signature	Date
System Safety Workshop		
(NSTC 008)	G: t	
Hymna Fostons in Assident Investigation	Signature	Date
Human Factors in Accident Investigation (NSTC 012)		
(NSTC 012)	Signature	Date
System Safety Special Subjects		
(NSTC 015)		
	Signature	Date
Basic Risk Management and System		
Safety Practice - I		
(NSTC 020)	Signature	Date
Risk Management and Fault Tree		
Analysis – II		
(NSTC 021)	Signatura	Dota
	Signature	Date
Leading From the Inside Out		
(LFT 102) - (2 Days – MSFC)		
(El 1 102) (2 Days Wist C)	Signature	Date
Conflict Management (CM)		
(2 Days – MSFC)		
	Signature	Date
Team Development in the Workforce		
(3 Days) (TDW)		
I C C C	Signature	Date
Influencing Others		
(1 Day – MSFC) (IFO)	Signature	Date

REFERENCE MATERIALS	Team Lead SIGNATURE/ DATE	
Demonstrate comprehensive knowledge of	COMPLETE	
contents as defined by the Team Lead		
NPG 8715.1: NASA Safety & Health		
Handbook – Occupational Safety & Health Programs	Signature	date
NPG 8715.3: NASA Safety Manual	218111111	
NI G 6713.3. IVASA Safety Manual		
	Signature	date
NPD 8710.2: NASA Safety & Health		
Policy	Signature	date
MPG 8715.1: Safety, Health &	Signature	uate
Environmental (SHE) Program		
Environmentar (STIE) Frogram	Signature	date
MWI 8715.1: Electrical Safety		
NAME OF 15 O	Signature	date
MWI 8715.2: Lockout/Tagout Program		
	Signature	date
MWI 8715.3: Hazard Warning Signs &	Signature	date
Barricades		
	Signature	date
MWI 8715.4: Personal Protective		
Equipment		
MWI 8715.6: Hazardous Operations	Signature	date
WW18713.0. Hazardous Operations		
	Signature	date
MWI 8715.8: Operations Readiness		
Program		
100	Signature	date
MWI 8715.9: Occupational Safety		
Guidelines for MSFC Contractors	Signature	date
MWI 8715.10: Explosives, Propellant, &	~ Zignaturo	auto
Pyrotechnics Program		
•	Signature	date
MWI 8715.11: Fire Safety Program		
	Signature	date
MWI 8715.13: Safety Concerns	Signature	uate
Reporting System		
Reporting by stein		
	Signature	date

Demonstrate comprehensive knowledge of contents as defined by the Team Lead	Team Lead SIGNATURE/ DATE COMPLETE	
MWI 8715.16: Supervisor's Safety		
Visits	G:	
MWI 3410.1: Personnel Qualification	Signature	date
Program		
Tiogram	Signature	date
MWI 8621.1: Close Call and Mishap		
Reporting and Investigation Program		
MWH 1000 7 A1 4 D	Signature	date
MWI 1280.5: Alert Processing		
	Signature	date
MWI 1700.3: NASA Safety Reporting		
Systems Corrective Action		
MDC 2410 1. MCEC Emergency Plan	Signature	date
MPG 3410.1: MSFC Emergency Plan		
	Signature	date
29 CFR 1910: Occupational Safety &		
Health Administration (OSHA): General		
Industry	Signature	date
29 CFR 1926: OSHA Construction		
	Signature	date
29 CFR 1960: OSHA Federal Programs		
	Signature	 date
National Fire Codes (NFC)	Digitature	date
	Signature	date
American National Standards Institute		
(ANSI)	Signature	date

Notes:

1. Team Lead is responsible for identifying specific level of understanding required for each document. (See section 4.1).

ON THE JOB TRAINING Complete the following activities in any sequence (Note 1)	Dept. Mgr. SIGNATURE/ I	DATE COMPLETE
Lead a team to enhance an Industrial		
Safety process.	Signatura	Date
Mentor other personnel in your discipline to help them improve their skills and expertise. This can be as a mentor to	Signature	Date
others in this PDRM process or as an informal coach in your daily work.	Signature	Date
Be a proactive member of a Centerwide team.		
	Signature	Date
Conduct, lead or contribute significantly to best practices studies within NASA, DOD and other Industries to achieve a		
world-class safety program.	Signature	Date
Research occupational safety information to assure the best available methods and equipment are adopted to minimize the		
hazards in the work place.	Signature	Date
Obtain relevant external professional qualification (e.g. Certified Safety Professional). (Highly recommended, but not required		
at this time).	Signature	Date
Develop and implement new ideas or initiatives into the Center safety program.		
	Signature	Date
Keep current with industry trends and other safety related data by reading		
periodicals and attending conferences.	Signature	Date

Notes:

1. Candidate should work with his/her Team Lead to identify specific applicable assignments. Department Manager may be consulted to ensure proposed assignments will satisfy qualification requirements.

APPENDIX D: Application for Qualification

This application is for (Check One):	
Entry into the PDRM Qualification process as an A All prerequisites have been satisfied	Apprentice;
NOVICE Qualification Appendix A is Attached and approved	
JOURNEYMAN Qualification Appendix B is attached and approved	
EXPERT Qualification Appendix C is attached and approved	
Name of Candidate:	
Organization:	
Building/Location:	
Phone: Email:	
Signatures:	
Candidate Signature:	Date:
Team Lead:]	Date:
Department Manager Signature:	Date:
S&MA Director:	Date: